



WASHINGTON HISTORIC PRESERVATION COMMISSION
Regular Scheduled Meeting - Agenda
Tuesday, July 7, 2015
7:00 PM

I. Opening of the meeting

II. Invocation

III. Roll call

IV. Old Business – Major Works

1. A request has been made by Mr. Mark Sillitoe for a Certificate of Appropriateness to replace the windows in the house located at 412 North Bonner Street. There are currently three different types of windows in the house.
2. A request has been made by Ms. Sarah Heekin for a Certificate of Appropriateness to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street.

V. Certificate of Appropriateness

A. Major Works

1. A request has been made by Mr. Kenneth Ryan Mooring for a Certificate of Appropriateness to: (1) remove 2nd front door on the right side of the front porch and replace with window to match opposite side, and (2) replace current railing with white wood railing and add railing on rest of porch to match other houses in the district. The structure is located at 221 East 2nd Street

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Zoph Potts to change out the HVAC unit on the rear of the building located at One Commerce Square.
2. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Jim Pagnani to change out the HVAC unit on the rear of the building located at 301 Buoy Tender.
3. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Stocks and Taylor to change out the HVAC unit on the rear of the building located at 130 East 2nd Street.

4. A request has been made and approved by staff for a Certificate of Appropriateness for Ms. Margaret Hope to repair the damaged front porch on the structure located at 130 East Second Street.
5. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Mark Robinson to change out the gas pack unit on the 2nd story of the house located at 117 Charlotte Street.

VI. Other Business

1. Design Guidelines – Fences.

VII. Approval of Minutes – June 2, 2015

VIII. Adjourn

Major Works

Mark Sillitoe

412 North Bonner Street

Replace Windows

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 412 BONNER ST.

Historic Property/Name (if applicable): _____

Owner's Name: MARK SILLITOE

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

I WILL BE PAINTING THE EXTERIOR OF THIS HOUSE.
I WOULD LIKE TO PUT REPLACEMENT WINDOWS IN THE HOUSE.
(THERE ARE THREE TYPES OF WINDOWS IN THE HOUSE NOW)

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

MARK SILLITOE
(Name of Applicant - type or print)
PO BOX 2371, WASHINGTON. 27885
(Mailing Address) (Zip Code)
15 MAY 2015
(Date) (Daytime Phone Number)
[Signature]
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

Beaufort County Property Photos

PIN: 01006416

Photo: 01006416.jpg



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Parcels

Property Land Owners



Interior Tract Lines

Centerlines



County Line



County Line (Solid)

State

<u>OBJECTID</u>	<u>PIN</u>	<u>GPIN</u>
7312	01006416	5675-99-6169
<u>GPIN LONG</u>	<u>OWNER NAME</u>	<u>OWNER NAME2</u>
5675-99-6169	STUART B HUNT PROPERTIES LLC	
<u>MAILING ADDRESS</u>	<u>MAILING ADDRESS2</u>	<u>CITY</u>
6149 US 264 WEST		WASHINGTON
<u>STATE</u>	<u>ZIP</u>	<u>PROPERTY ADDRESS</u>
NC	27889	412 BONNER ST
<u>ACRES</u>	<u>ACCT NBR</u>	<u>MAP SHEET</u>
0	887017	567508
<u>NBR BLDG</u>	<u>DATE</u>	<u>DEED BOOK and PAGE</u>
1	12/20/2007	1621/0735
<u>LAND VAL</u>	<u>BLDG VAL</u>	<u>DEFR VAL</u>
28016	100064	0
<u>TOT VAL</u>	<u>NBHD CDE</u>	<u>NBHD DESC</u>
128080	B1HR	B1 HISTORICAL RESIDENTIAL
<u>SUB CDE</u>	<u>SUB DESC</u>	<u>STAMPS</u>
		250
<u>SALE PRICE</u>	<u>ZONE</u>	<u>LAND USE</u>
125000	B1H	
<u>DISTRICT</u>	<u>PROP DESC</u>	<u>MBL</u>
1	1 LOT 412 BONNER STREET	56750844
<u>EXEMPT AMT</u>	<u>ROAD TYPE</u>	<u>YR BUILT</u>
	P	1900
<u>SQ FT</u>	<u>NBR BED</u>	<u>NBR BATHS</u>
2590	4	3
<u>EFF YR</u>	<u>EXEMPT PROP</u>	<u>CENSUS BLOCK</u>
1990		
<u>FLOOD PLAIN</u>	<u>NBR STORIES</u>	<u>NBR HALF BATHS</u>
	3	0

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Adjoining Property Owners – 412 North Bonner Street

Coastal Plains Dev. Group
210 Blair Court
Edenton, NC 27932

William F. Litchfield
2007 North Market Street
Washington, NC 27889

Eastern Pride Inc.
2405 – F West Nash Street
Wilson, NC 27896

Michael Simone
424 North 7th Street
Fort Pierce, Fla 34950

Doris J. Godley
PO Box 2123
Washington, NC 27889

Jesse Pope
408 North Bonner Street
Washington, NC 27889

Nancy Hodges
295 Ridgecrest Drive
Chocowinity, NC 27807

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 412 North Bonner Street – Replace Existing Windows

A request has been made by Mr. Mark Sillitoe for a Certificate of Appropriateness to replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. Please review the Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Mark Sillitoe to replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Mark Sillitoe to replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Mark Sillitoe replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors.

Major Works

Sarah Heekin

144 East Main Street

Add Fence

PROJECT CATEGORIES (check all that apply):

- ☐ Exterior Alteration ☒ Addition
☒ New Construction ☐ Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- ☒ **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- ☒ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☒ **Description of Materials** (provide samples if appropriate).
- ☒ **Photographs** of existing conditions.
- ☒ **Drawings** showing proposed work. Include one set of full size drawings when available.
 - ☐ **Plan** drawings.
 - ☐ **Elevation** drawings showing the new façade(s).
 - ☒ **Dimensions** shown on drawings.
 - ☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☒ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

(Office Use Only)

Section (page)	Topic	Brief Description of Work
Chapter 4.0	Streetscape and Site Design	Add new fence
Section 4.6	Fences & Walls	

Beaufort County Property Photos

PIN: 01030198

Photo: 01030198.jpg



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- Parcels
- Property Land Owners
- ☐
- Annotation
- Interior Tract Lines
- Centerlines
- County Line
- ☐
- County Line (Solid)
- State

<u>OBJECTID</u>	<u>PIN</u>	<u>GPIN</u>
6839	01030198	5675-87-9810
<u>GPIN LONG</u>	<u>OWNER NAME</u>	<u>OWNER NAME2</u>
5675-87-9810	HEEKIN SARAH LLEWELLYN	
<u>MAILING ADDRESS</u>	<u>MAILING ADDRESS2</u>	<u>CITY</u>
144 EAST MAIN STREET		WASHINGTON
<u>STATE</u>	<u>ZIP</u>	<u>PROPERTY ADDRESS</u>
NC	27889	144 E MAIN ST
<u>ACRES</u>	<u>ACCT NBR</u>	<u>MAP SHEET</u>
0	920970	567508
<u>NBR BLDG</u>	<u>DATE</u>	<u>DEED BOOK and PAGE</u>
2	11/21/2014	1859/0202
<u>LAND VAL</u>	<u>BLDG VAL</u>	<u>DEFR VAL</u>
44676	165652	0
<u>TOT VAL</u>	<u>NBHD CDE</u>	<u>NBHD DESC</u>
210328	B1HR	B1 HISTORICAL RESIDENTIAL
<u>SUB CDE</u>	<u>SUB DESC</u>	<u>STAMPS</u>
		434
<u>SALE PRICE</u>	<u>ZONE</u>	<u>LAND USE</u>
217000	B1H	
<u>DISTRICT</u>	<u>PROP DESC</u>	<u>MBL</u>
1	1 LOT 144 EAST MAIN STREET	567508225
<u>EXEMPT AMT</u>	<u>ROAD TYPE</u>	<u>YR BUILT</u>
	P	1918
<u>SQ FT</u>	<u>NBR BED</u>	<u>NBR BATHS</u>
3977	3	2
<u>EFF YR</u>	<u>EXEMPT PROP</u>	<u>CENSUS BLOCK</u>
1975		
<u>FLOOD PLAIN</u>	<u>NBR STORIES</u>	<u>NBR HALF BATHS</u>
	3	0

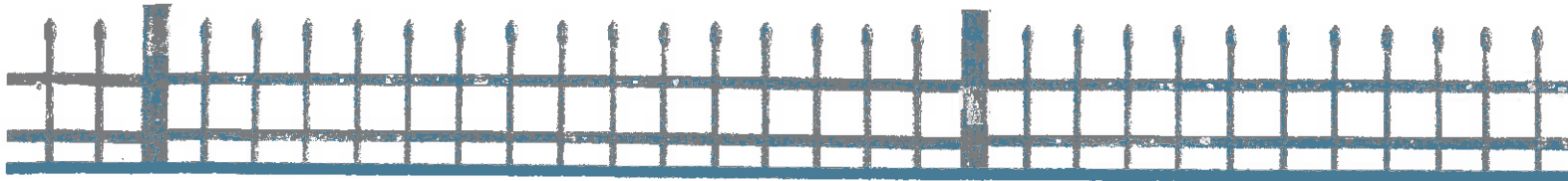
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PO BOX 6043 Greenville NC 27835
PHONE : (252) 757-1265 FAX:(252) 757-3395

Proposal Submitted To:	Phone	FIG #	SYL 18438
Andrea Heekin	252-843-1010	Date	3/2/2015
Attention:	Job Name		
Andrea Heekin	Ornamental Fence		
Street :	Job Location		
144 East Main Street			
City, State, and Zip Code	Fax: Number		Job Phone
Washington NC 27889			

Signature



Since 1949

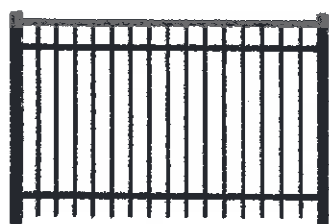
SEEGARS
FENCE COMPANY

Demand the Best

Ornamental Fencing Options

The word "ornamental" suggests attractiveness and elegance. At Seegars®, we recognize that many customers choose aluminum ornamental fencing because of its ability to enhance a property's appearance while providing a distinguished sense of security. Whether you wish to add a striking enclosure around your estate, a cordoned area for decorative landscape or an eye-catching barrier for a pool, an aluminum ornamental fence is the perfect alternative. The *Seegars Private Label Collection* of ornamental aluminum fences pays homage to the time-honored beauty of metal work without the expense or maintenance required of other traditional containment systems. A wide range of Seegars Private Label ornamental aluminum fence styles and colors are available to suit your individual needs. What's more, additional customization is accomplished by adding rails, rings, scrolls and finials. Best of all, Seegars Private Label ornamental aluminum fences are maintenance-free and carry a limited lifetime warranty.

Through our partnership with Ultra Aluminum Manufacturing, we present to you the *Seegars Private Label Collection*. This is the finest ornamental aluminum fence system available. Combining over 75 years of experience in the fence manufacturing and installation business we are able to provide our customers with a buying experience that will be unmatched in quality and service. Our staff of expert professionals can help you find the right style of Seegars Private Label ornamental aluminum fence while keeping your discriminating tastes and budget in mind. Contact one of our company's professionals to request a free quote on having an ornamental aluminum fence installed on your property today!



Old Raleigh



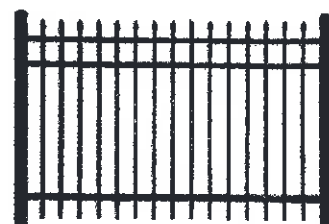
Chesapeake



Blue Ridge



Low Country



Biltmore



Hatteras



Embassy

Post Cap Options

Ball Post Cap



Standard Post Cap

Lockable Latch



Magnetic Pool Latch

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Demand the Best

Seegars Fence Company Ornamental Fence Warranty

Seegars Fence Company guarantees its workmanship 100%. We install all fences to local industry standards. See below for the specific product warranty offered by the manufacturer.

Ultra Aluminum Product Limited Lifetime Warranty

Ultra Aluminum fence products are guaranteed for life against any defects in workmanship and/or materials.

The powder coat finish on all fencing by Ultra Aluminum is unconditionally guaranteed for life against cracking, peeling or chipping.

If the product should fail in accordance with any of the above conditions the manufacturer, Ultra Aluminum, guarantees replacement or renewal of the defective parts, providing the purchaser has registered the purchase within thirty (30) days of receipt of material. Notice of such failure will be sent to the manufacturer in writing, together with proof of purchase and will specify the nature of the defect and when it was first observed.

Should the fences be improperly installed, Ultra will not be responsible for guaranteed performance or appearance of the material. Neither does this guarantee apply where failure or damage is due to improper use or application, abuse or misuses, extreme environmental conditions or acts of God.

Ultra reserves the right to request the return of the fence, transportation charges prepaid, for the purpose of inspecting the material to determine the validity of the claim.

Upon validation of a claim by Ultra, replacement will be made from the factory only for material which will be returned to the factory in Howell, MI, transportation prepaid. Material must not be returned to the factory without prior authorization from Ultra.

Manufacturers liability is discharged upon delivery of material to the site. Manufacturer will not be responsible for reinstallation. Manufacturer is not responsible for accidental or consequential damages.

The above constitutes the complete warranty by the manufacturer and no other agreement, written or implied, is valid. This guarantee is not transferable.







Adjacent Property Owners - 144 East Main Street

Benjamin Clark
116 N. Bonner Street
Washington, NC 27889

Richard Gertz III
164 East Main Street
Washington, NC 27889

Elmo T. Carawan
114 North Bonner Street
Washington, NC 27889

Dr. Richard Young
142 East Main Street
Washington, NC 27889

Martha Matthews
140 East Main Street
Washington, NC 27889

Vickie Dotson
620 Duck Creek Road
Washington, NC 27889

Robin B. Turner
145 East Main Street
Washington, NC 27889

City of Washington
PO Box 1988
Washington, NC 27889

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 144 East Main Street – Construction of a fence

A request has been made by Ms. Sarah Heekin for a Certificate of Appropriateness to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Sarah Heekin to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Sarah Heekin to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Ms. Sarah Heekin to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically 4.0 Streetscape and Site Design Section 4.6 Fences & Walls.

Major Works

Kenneth Ryan Mooring

221 East 2nd Street

Remove front door

Add porch railings

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink


Street Address of Property: 221 E. 2nd St

Historic Property/Name (if applicable): _____

Owner's Name: Kenneth Ryan Mooring

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

- 1) remove 2nd front door on right side of front porch replace w/ window
to mimic left side of house. Currently its a window door window situation

- 2) replace/add white wood railing around front porch where missing &
Cemented to replicate other houses in area.

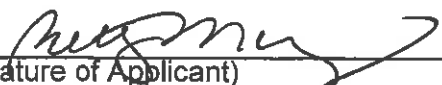
I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Betty E. Ryan Mooring
(Name of Applicant - type or print)

221 E. 2nd Street 27889
(Mailing Address) (Zip Code)

6.25.15 252-341-2332
(Date) (Daytime Phone Number)


(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

Beaufort County Property Photos

PIN: 01003936

Photo: 01003936.jpg



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**Parcels****Property Land Owners****Interior Tract Lines****Centerlines****County Line****County Line (Solid)****State**

<u>OBJECTID</u>	<u>PIN</u>	<u>GPIN</u>
7128	01003936	5675-97-3880
<u>GPIN LONG</u>	<u>OWNER NAME</u>	<u>OWNER NAME2</u>
5675-97-3880	MOORING KENNETH RYAN	
<u>MAILING ADDRESS</u>	<u>MAILING ADDRESS2</u>	<u>CITY</u>
221 E 2ND STREET		WASHINGTON
<u>STATE</u>	<u>ZIP</u>	<u>PROPERTY ADDRESS</u>
NC	27889	221 E 2ND ST
<u>ACRES</u>	<u>ACCT NBR</u>	<u>MAP SHEET</u>
0	896097	567508
<u>NBR BLDG</u>	<u>DATE</u>	<u>DEED BOOK and PAGE</u>
2	01/08/2010	1709/0003
<u>LAND VAL</u>	<u>BLDG VAL</u>	<u>DEFR VAL</u>
49131	44405	0
<u>TOT VAL</u>	<u>NBHD CDE</u>	<u>NBHD DESC</u>
93536	H	HISTORICAL
<u>SUB CDE</u>	<u>SUB DESC</u>	<u>STAMPS</u>
		178
<u>SALE PRICE</u>	<u>ZONE</u>	<u>LAND USE</u>
89000	RHD	
<u>DISTRICT</u>	<u>PROP DESC</u>	<u>MBL</u>
1	1 LOT EAST 2ND STREET	567508183
<u>EXEMPT AMT</u>	<u>ROAD TYPE</u>	<u>YR BUILT</u>
	P	1900
<u>SQ FT</u>	<u>NBR BED</u>	<u>NBR BATHS</u>
3824	5	1
<u>EFF YR</u>	<u>EXEMPT PROP</u>	<u>CENSUS BLOCK</u>
1950		
<u>FLOOD PLAIN</u>	<u>NBR STORIES</u>	<u>NBR HALF BATHS</u>
	3	0

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Adjacent Property Owners – 221 East 2nd Street

Milo Arnold
PO Box 745
Washington, NC 27889

Ambrose B. Lewis
227 East 2nd Street
Washington, NC 27889

St. Peters Episcopal Church
101 North Bonner Street
Washington, NC 27889

Jose Manuel Gonzalez
228 East Main Street
Washington, NC 27889

David M. McCook
739 West 2nd Street
Washington, NC 27889

Joshua M. Stiles
232 East 2nd Street
Washington, NC 27889

Kenneth Michael Crowley
605 Deluth Street
Durham, NC 27705

Alton Ingalls
PO Box 67
Washington, NC 27889

Guy Douglas Soloman
117 West 11th Street
Washington, NC 27889



CITY OF WASHINGTON
DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

June 30, 2015

Subject: Certificate of Appropriateness – 221 East 2nd Street – Remove door – Add porch railings

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities and adjacent property owners are required to be notified by the City of Washington. According to the application submitted by Kenneth Ryan Mooring your property is located adjacent to the above subject property. A request has been made by Mr. Mooring for a Certificate of to: (1) remove 2nd front door on the right side of the front porch and replace with window to match opposite side, and (2) replace current railing with white wood railing and add railing on rest of porch to match other houses in the district on the property located at 221 East 2nd Street.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, July 7, 2015

Place: City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. John Rodman, Planning and Development, by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

John Rodman

John Rodman
Planning and Development

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 221 East 2nd Street – Replace front door – add front porch railings

A request has been made by Mr. Kenneth Ryan Mooring for a Certificate of Appropriateness to: (1) remove 2nd front door on the right side of the front porch and replace with window to match opposite side, and (2) replace current railing with white wood railing and add railing on rest of porch to match other houses in the district. The structure is located at 221 East 2nd Street. Please review the Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.4 Windows and Doors and Section 3.6 Porches and Entryways.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Kenneth Ryan Mooring to: (1) remove 2nd front door on the right side of the front porch and replace with window to match opposite side, and (2) replace current railing with white wood railing and add railing on rest of structure on the property located at 221 East 2nd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.4 Windows and Doors and Section 3.6 Porches and Entryways.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Kenneth Ryan Mooring to: (1) remove 2nd front door on the right side of the front porch and replace with window to match opposite side, and (2) replace current railing with white wood railing and add railing on rest of porch on the property is located at 221 East 2nd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.4 Windows and Doors and Section 3.6 Porches and Entryways. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Kenneth Ryan Mooring to: (1) remove 2nd front door on the right side of the front porch and replace with window to match opposite side, and (2) replace current railing with white wood railing and add railing on rest of porch on the

property is located at 221 East 2nd Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.4 Windows and Doors and Section 3.6 Porches and Entryways.

Minor Works

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 117 Charlotte St.

Historic Property/Name (if applicable): _____

Owner's Name: Mark Robinson

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

Installing 1.5 HP split system upstairs w/duct

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Rex D L...
(Name of Applicant - type or print)

687 Piney Neck Rd 28586
(Mailing Address) (Zip Code)

(Date) (Daytime Phone Number)

[Signature]
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: One Commerce Square

Historic Property/Name (if applicable): _____

Owner's Name: Zaph Potts

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

Charge out coil to 3T straight AC - hook back
to existing furnace

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Advanced Air Solution Systems, Inc
(Name of Applicant - type or print)
1809 Corsica Rd. 27889
(Mailing Address) (Zip Code)
252-946-6474
(Date) (Daytime Phone Number)
[Signature]
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 301 Buoy Tender

Historic Property/Name (if applicable): _____

Owner's Name: Jim Pagnani

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

Change out hook system

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Beth Rankin (Advanced As Station)
(Name of Applicant - type or print)
1809 Corvick Rd. 27889
(Mailing Address) (Zip Code)
6/1/15 252-946-6474
(Date) (Daytime Phone Number)
[Signature]
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 130 E. 2nd St.

Historic Property/Name (if applicable): _____

Owner's Name: Stark & Taylor

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done: Replaced (charge out hvac system)

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Advanced Air Solutions Systems
(Name of Applicant - type or print)
1809 Carice Road
(Mailing Address) (Zip Code)
6/1/15 252-946-6474
(Date) (Daytime Phone Number)
[Signature]
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

Other Business Fence Guidelines

4.6 Fences and Walls

Many different types of fencing and walls can be found in the historic district including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district. The introduction of new fences and walls should be handled with concern for design, materials, height, details, color and placement. The applicant requesting permission to erect a fence or wall shall submit a site plan locating the fence or wall configuration and a scaled elevation drawing. ***The applicant shall also be present at the HPC meeting so they will be available for questioning by the Commission, neighbors, or members of the audience.*** A photograph from the public right of way is required for any proposed fencing. ***All fences and walls shall be approved by the Historic Preservation Commission as Major Works.***



Fence and Wall Guidelines

- 4.6.1** Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.



- 4.6.2** Wood, brick, stone, decorative block, ***ornamental aluminum or iron***, and equivalent materials

of authentic design are appropriate fencing materials in the Historic District. Welded Wire, vinyl, and chain link, **post and rope or chain** fences are not allowed.

4.6.3 Deteriorated fence and wall elements should be repaired rather than replaced. ***If more than 50%, deteriorated fence and wall elements should be replaced according to new guidelines.*** New elements should match the original in material, texture, and design.

4.6.4 Repairs to existing chain link fences may be allowed up to 50% of a fence run (area between right angles). If 50% or greater of any linear feet of chain link fence run is damaged or otherwise requires repair, the entire chain link fence shall be removed and if replaced, shall be with a new fence made of material other than chain link and consistent with these guidelines.

4.6.5 Fences and walls should be properly maintained according to guidelines for masonry, wood, and metal.

4.6.6 New fences and walls ***in the front facade*** should be of a design that is appropriate to the architectural style and period of the historic structure.

4.6.7 Front yard fences, fences erected adjacent to a main street or a side street should be of an open design, such

as picket and no greater than four (4) feet in height. It is prohibited to use solid privacy fences in front yards. Split rail, basket weave, lattice and shadowbox are also prohibited.



4.6.8 Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed six ~~(6)~~ **five (5)** feet in height. ***If a wood privacy fence is selected, spaces between boards should be no less than one (1) inch.***



4.6.9 A rear yard privacy fence shall place the framing for the fence to the inside facing the owner's property. The outside ~~and inside~~ of all wooden rear yard privacy fences shall be finished using an opaque stain or paint. If painted, the color shall be compatible with the structure. ***be painted white or white stain. No privacy fence can extend beyond the rear corner of the house. (figure 4.1)***

4.6.10 All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted. If painted, the color shall be compatible with the structure. ***must be painted white or stained white. Both sides of the fence will be painted.***



4.6.11 It is inappropriate to construct walls and fences on the waterfront that obstruct views and vistas from the historic district or from the water. ~~No privacy fence that exceeds four (4') feet in height shall be allowed in the side or rear~~

~~yards of property located south of Main Street. Areas south of Main Street, which have water views and vistas from the historic district or from the water, shall not be allowed to block a view by constructing a privacy fence that exceeds four (4) feet in height in the side or rear yard.~~

4.6.12 The use of plant screenings, in the form of hedgerows and landscaping, is encouraged as an alternative to fences and walls. Any such plantings shall comply with the height and location standards of these guidelines.



4.6.13 Fences and walls should be used to screen service areas, refuse receptacles, and parking lots in the commercial areas. ***Fences should follow the same guidelines as in the residential areas. In the screening of smaller commercial utility areas, refuse receptacles, and such, shadow box fencing and/or brick walls shall be preferred materials, and shall not exceed 3" in***

height above said utility. In other respects these screenings shall adhere to the same historic guidelines as in residential areas. Parking lot walls shall be of brick, not to exceed 3 feet in height. Large dumpsters shall be surrounded on ALL sides by commercial grade vinyl or wood fencing, dark in color, and shall be no taller than 3" above the dumpsters

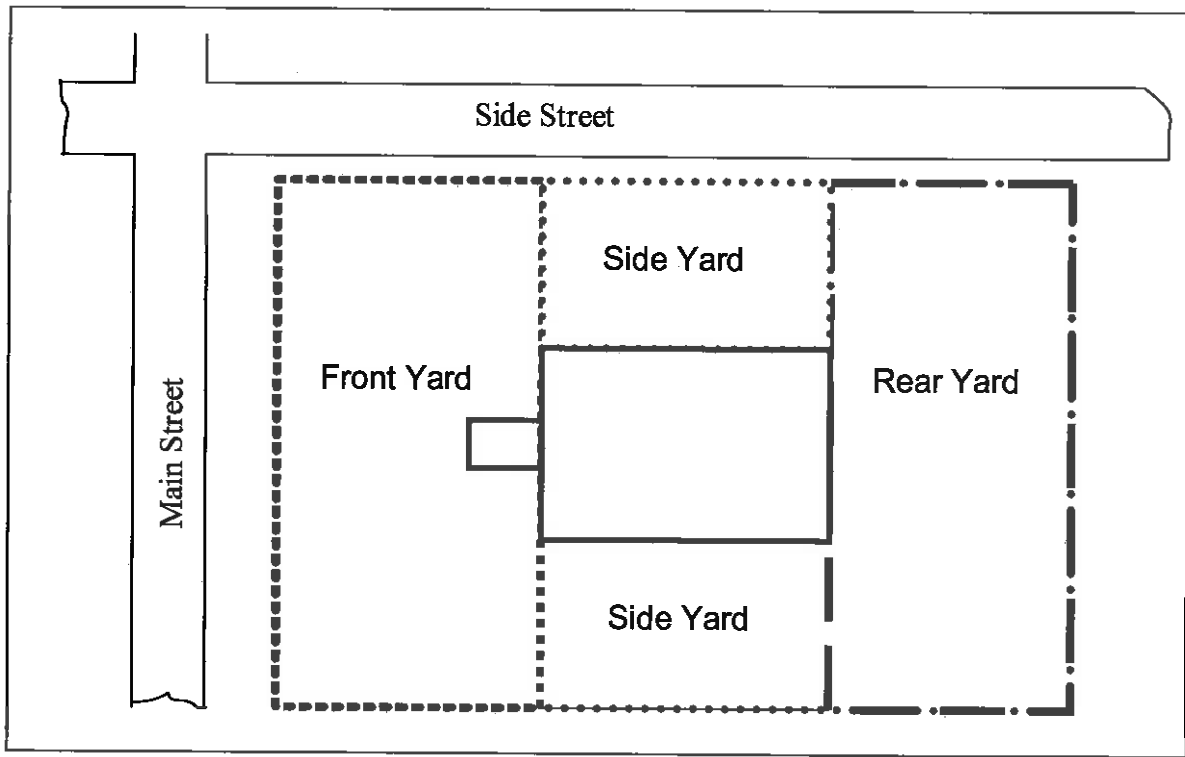
fences and walls, and shall not exceed 3" above the height of the utility.

- 4.6.14** Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.



- 4.6.15** Retaining walls, when visible from a public right-of-way, must be constructed of brick or stone. Landscape timbers and railroad ties may be used when they are not visible from the public right-of-way.

- 4.6.16** ***When shielding residential utilities, areas shall follow the existing guidelines for***



*Typical Yard Layout
(figure 4.1)*

Minutes

June 2, 2015

WASHINGTON HISTORIC PRESERVATION COMMISSION
Regular Scheduled Meeting – Minutes
Tuesday, June 2, 2015
7:00 PM

Members Present

Stacey Thalmann, Geraldine McKinley
Ed Hodges Judi Hickson

Members Absent

Mary Pat Musselman
Seth Shoneman

Others Present

John Rodman, Director
Jessica Green, Administrative Support

I. Opening of the meeting

The Chairman called the meeting to order.

II. Invocation

A moment of silence was taken.

III. Roll Call

A silent roll call was taken by staff.

IV. Old Business

1. None

V. Major Works, Certificate of Appropriateness

A. Major Works

1. A request has been made by Mr. Mark Sillitoe for a Certificate of Appropriateness to replace the windows in the house located at 412 North Bonner Street. There are currently three different types of windows in the house.

This item was continued.

2. A request has been made by Mr. Joe Taylor representing Morris Insurance Agency for a Certificate of Appropriateness to construct a 25' x 28' addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility.

Mr. Joe Taylor came forward; he was sworn in and presented the plans for his proposed addition to the rear of his building on North Market Street. Mr. Taylor stated that they wanted to do something along the same lines as the addition done to the attorney's office across the street. He stated that the addition will have a bathroom and reception area along with a small board room and office. Mr. Taylor stated that the Board of Adjustment did grant their elevation variance request. Mr. Hodges asked if the addition would be visible from the front of the building. Mr. Taylor stated that he doesn't think that any of the addition will be visible from the front of the building, but it would be visible from the side parking lot. He stated that they plan on doing some landscaping also. He stated that the materials will match what is currently on the building.

The Chairman opened the floor. No one came forward to speak for or against the request.

Stacey Thalmann made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Joe Taylor representing Morris Insurance Agency to construct a 25 x 28 addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility. The design and the materials would match the existing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.3 Additions. Her motion was seconded by Judi Hickson. All voted in favor and the motion carried.

3. A request has been made by Ms. Sarah Heekin for a Certificate of Appropriateness to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street.

This item was continued until the fence moratorium ends.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Chuck Davis to change out the HVAC unit on the side of the house located at 413 East Main Street.

2. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Alton Ingalls to repair the rotten wood on the windows, replace existing awning over doors, replace damaged wood on front façade, and replace signage over windows on the building located at 115 North Respass Street.

3. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Samuel Lee to remove the existing columns on the front porch and replace with new wooden columns and reconstruct the railings between the columns with like material on the house located at 523 East Main Street.

4. A request has been made and approved by staff for a Certificate of Appropriateness for STC Properties to replace the existing landscaping, replace the existing fiber cement panels with new panels and clean brick exterior on the building located at 130 East Second Street.

5. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Tom Dear to change out the gas pack unit at the rear of the house located at 744 West 2nd Street.

Judi Hickson made a motion to approve all the minor works. Her motion was seconded by Stacey Thalmann. All voted in favor and the motion carried.

VI. Other Business

1. Fence Sub-committee

Dee Congleton along with Monica Ferrari and Jerry Creech presented changes and additions that the fence subcommittee felt should be made to the fence guidelines. See attachment for specifics. The Commission discussed the subcommittee's suggestions and their concerns.

John Rodman explained to the Commission that with the new City fee scheduled there will be a \$50 fee for all major COA applications.

Mr. Rodman then discussed the need for the City to set up a line item in the budget to provide funds to replace trees removed from the right away by the City and grind stumps.

VII. Approval of Minutes

Judi Hickson made a motion to approve the minutes. Geraldine McKinley seconded the motion. All voted in favor and the motion carried.

VIII. Adjourn

There being no other business, Geraldine McKinley made a motion to adjourn. Her motion was seconded by Stacey Thalmann.